

## *COORDINATED HUMAN SERVICES TRANSPORTATION PLANNING*

*CHAIR – SUSAN JOHNSON · VICE CHAIR – RYAN MARSHALL · PLANNING MANAGER – CURT HUTCHINGS*

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### **MINUTES**

#### **Coordinated Human Service Transportation Planning**

##### **Committee Meeting**

**September 25, 2013, 1:00 pm**

**Five County Association of Governments**

**1070 W 1600 S Bldg B, St George, UT**

#### **MEMBERS IN ATTENDANCE**

Ms. Donna Chynoweth  
Mr. Neal Smith  
Ms. Tamara Nay  
Mr. Fred Davies  
Mr. Mike Earl  
Mr. Dennis Broad  
Ms. Launi Schmutz  
Mr. Todd Edwards  
Ms. Carrie Schonlaw

#### **MEMBERS IN ATTENDANCE BY PHONE**

Ms. Fayann Christensen

#### **MEMBERS ABSENT**

Ms. Connie Lloyd  
Ms. Pam McMullin  
Ms. Christine Holiday  
Ms. Susan Johnson  
Mr. Greg Bartholemew  
Ms. Sherri Dial  
Mr. Jeff Turek

#### **OTHERS IN ATTENDANCE**

Miss Jamie Stewart  
Mr. Willie Stewart  
Mr. Ryan Marshall  
Mr. Dave Demas  
Mr. Levi Roberts

#### **REPRESENTING**

Garfield County Council on Aging  
Southwest Center for Behavioral Health  
Cedar Area Transportation Services  
SunTran Manager  
Red Rock Center for Independence  
Department of Workforce Services  
WCSD Transportation Director  
Washington County  
Five County AOG Human Services Director

#### **REPRESENTING**

Kane County Council on Aging

#### **REPRESENTING**

Iron County Council on Aging  
Beaver County Council on Aging  
Washington County Council on Aging  
TURN Community Services  
Dixie Applied Technology College  
Community Action Program Director  
Washington City Councilmember

#### **REPRESENTING**

Washington County Resident  
Washington County Resident  
Cedar Area Transportation Services  
Five County Association of Governments  
Five County Association of Governments

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### **I. Welcome and Call to Order**

Chair Ms. Susan Johnson was absent and Vice Chair Ryan Marshall has moved and can no longer serve as Vice Chair. The Committee chose Mr. Levi Roberts to act as Chair Pro Tem for the meeting. Mr. Roberts declared there was a quorum and welcomed all present. Ms. Fayann Christiansen was in attendance by phone.

There was a member of the public present at the meeting who requested an opportunity to speak. The Chair Pro Tem decided to grant her request under “Other” on the agenda. Because the guest, Miss Jamie Stewart, needed to leave shortly, the Committee agreed to change the agenda to move “Other” up to the top.

### **II. Other**

Attached as a part of these Minutes is a document submitted to the Committee by Miss Stewart. After Miss Stewart read this document aloud, there Mr. Roberts acknowledged the need for transit service to Zion National Park and referenced the Hurricane to Zion Canyon Transit Study completed in August 2010. Mr. Roberts agreed to send a copy of the study to Miss Stewart.

*NOTE: At this point the meeting started to be recorded.*

### **III. Approval of July 17, 2013 Minutes**

A motion was made by Ms. Tammy Nay, seconded by Ms. Fayann Christensen, to approve the July 17, 2013 Minutes of the Coordinated Human Services Transportation Planning Committee.

**MOTION CARRIED UNANIMOUSLY**

Phone vote by Ms. Fayann Christensen – aye

### **IV. Election of Chair/Vice Chair**

Chair Roberts informed the Committee that the Chair, Ms. Susan Johnson, had served for over three years and it was appropriate to choose a new Chair. Members for both positions need to be nominated from the Committee members. The term limitation is three years, and someone can serve multiple terms.

Mr. Todd Edwards nominated Ms. Susan Johnson to fill a second term. She was not present to express her response. Ms. Sherri Dial was nominated; she also was absent. Ms. Donna Chynoweth was asked, but she usually has to miss the winter meetings due to travel problems. Mr. Neal Smith declined. Mr. Mike Earl was nominated by Mr. Dennis Broad and this was supported by Ms. Launi Schmutz. Mr. Todd Edwards agreed and moved to close the nominations. He was seconded by Mr. Dennis Broad.

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**By majority rule, it was decided that Mr. Mike Earl would serve as Chair of the Coordinated Human Services Transportation Planning Committee.**

Mr. Dennis Broad nominated Ms. Susan Johnson as Vice-Chair. This was seconded by Ms. Launi Schmutz.

**By majority rule, it was decided that Ms. Susan Johnson would serve as Vice-Chair of the Coordinated Human Services Transportation Planning Committee.**

Mr. Mike Earl took over directing the meeting as the new Chair.

### V. COA Director Reports

- A. Ms. Donna Chynoweth reported that more citizens have become aware of the bus services and their buses have been full. Their program is going well and citizens are grateful to get out after all the rain.
- B. Ms. Fayann Christensen reported that one of their Kanab vans broke down and needs to be repaired in St. George. All of their vans are getting older and they need to consider getting a new van and put their long distance trips on hold for a while. She intends to put in an application for one. Mr. Roberts reported that the grant process will be starting soon. Applications are submitted annually now.

### VI. Transit Director Reports

- A. Ms. Tammy Nay provided the Committee members with the new CATS route map. She pointed out some significant changes that make the route run much smoother. They added Stop 11A, which can be seen from Stop 11 and only travelled to if someone is waiting for a ride.

Two stops are visited only if people call into dispatch and make a request (Convergys and the aquatic center).

Ms. Nay provided ridership numbers indicating that ridership has decreased in recent years for fixed-route, while steadily increasing for dial-a-ride:

<u>Regular Bus Route</u>	<u>Dial-a-Ride</u>
Year 2008- 14,076	Year 2008- 4,708
Year 2009- 13,698	Year 2009- 4,869
Year 2010- 17,323	Year 2010- 5,190
Year 2011- 18,687	Year 2011- 5,851
Year 2012- 13,480	Year 2012- 6,016
Year 2013 up through August- 8,592	Year 2013 thru Aug- 4,111

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There was a fare increase in July of 2011 but there wasn't any immediate effect.

Some members expressed that sometimes higher unemployment is correlated with higher ridership and unemployment has decreased. Weather can also be a factor. Ms. Schultz suggested using Survey Monkey to get some idea of why the ridership has decreased.

Other suggestions included trying to hire an "on-call" driver, especially for Dial-a-Ride where riders are often trying to meet set appointments and don't want to go hours earlier than they need but the van is full when they want to go. While this may be a possibility, Ms. Nay was concerned that drivers would not be willing to work an on-call shift.

- B. Mr. Fred Davies has three para-transit drivers and even with an overlap during the middle of the day, they had to deny rides. They moved the overlap hours to an earlier block of time and it is working better.

More para-transit riders are converting to using the fixed routes. The regular routes are stable at about 10%-18% growth from the same month the year before. During the peak hours, there is standing room only. Over half the routes are full with standing room only. More students and employees are riding the buses now.

The Ivins commuter route was approved almost a month ago and the bus has been ordered. Mr. Davies is working to obtain additional funding for a Bloomington WalMart route to utilize the driver and bus when at times when the route is not serving Ivins. The proposal is for the Ivins route to connect to Sunset Corner, then the bus would continue south on Valley View and Dixie Dr. to Bloomington, then return to Sunset Corner.

There are increased requests for a route out to the Gateway Industrial Park and Fort Pierce Industrial Park in Hurricane. Mr. Broad is aware of other facilities on the way to Fort Pierce who could benefit from such a route. In order to be feasible, this route may have to be a commuter route.

### **VII. Mobility Management Report**

- A. Mr. Roberts handed out copies of the approved CHSTP Plan to all Committee members. It will be the basis for the projects and efforts the Committee members will work on.
- B. Bryce Canyon City is close to starting up a vanpool system for their employees utilizing Utah Transit Authority (UTA) vans. Mr. Roberts and Mr. Dave Demas just gave a presentation to their Board. Only one Board member was not yet ready to approve the program. The member suggested taking the issue to the Management Team and if they approve of it, then the Board member agreed to go ahead with the project. The vanpools will be used most heavily during the tourist season,

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when about 600 employees are hired. During the off season, only about 200 employees are hired. Twelve people have agreed to join the pool now, paying \$100 a month) to travel between Ruby's Inn in Bryce Canyon City, and Panguitch City. Riders choose a lead driver who keeps track of maintenance needs, mileage and other paperwork in exchange for payment. The Ruby's Inn Human Resources staff member will keep track of the riders and take payments out of the employee paychecks (non-taxable). It was asked if there is a web-site that employees can utilize to learn more about this van-pool option. It is currently being communicated by word-of-mouth. The vans will run seven days a week. Eventually Ruby's Inn would like to advertise to the nearby communities this option of van-pooling and hope to expand the program during the peak season.

- C. Mr. Roberts is beginning to work with Cedar Area Transit System (CATS) in order to set up the google maps transit feature for their bus system. Mr. Roberts is also contacting private companies like Aztec Shuttle which provide service from St George to Salt Lake City.
- D. There have been three individuals trained to use the SunTran system through the Travel Training Program. There are also three trainers prepared to teach others. It has been a significant benefit for those who can now use the bus and have more independence.
- E. Mr. Roberts recently sent out an email to certain members of the Committee to ascertain who has what assets, i.e. vans, buses. UDOT can provide information on the vehicles still under contract with them, but Mr. Roberts and the CHSTP Committee need to determine this areas' transportation assets in order to prioritize projects. This information will be required for anyone asking for 5310 or 5311 funds in the future. The information will be helpful as transportation information becomes more integrated into the 211 system.
- F. The URSTA Conference is the coming this weekend.

### **VIII. Work Group Progress Reports**

- A. Insurance Issues  
Ms. Schmutz will contact Ms. Johnson about Ms. Johnson calculating costs for TURN Community to take certain school routes. Mr. Roberts is willing to help.
- B. Bus Shelters  
Mr. Mike Earl reported that his work group just had a meeting last week. They have determined a goal to complete twelve shelters over the coming two years. The financing will likely be allocated at a single time, but the shelters will be built one at a time. They have identified three locations so far and are coordinating with St George City Public Works staff to get permission and costs for grading and laying pads. They will also be contacting people about sponsoring a shelter. The work group hopes to complete the first shelter this coming year.

Many of the Boy Scouts are not following through very well with their bus benches, utilizing time and materials largely from St George City. There is a packet at St George that gives the requirements.

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Mr. Marshall wondered if their work group should also be looking at the shelter situation in Cedar City. CATS already has a number of shelters, but Mr. Earl and Mr. Roberts agreed that they should always be a part of the work meetings and plans. It was suggested that Ms. Nay or a substitute could call into the workgroup meetings.

### **IX. Other**

#### **A. Title VI Requirement Changes**

Mr. Roberts reminded those who are requesting Federal Transit Administration (FTA) funds that they need to meet Title VI requirements and have a Plan. There is a template available online to help guide applicants. Mr. Roberts offered to assist with putting together the analysis of members of the protected classes.

#### **B. Other Business**

Mr. Earl asked for any responses regarding the request made by Miss Jamie Stewart at the beginning of the meeting. There are a few options available, such as: trips through Red Rock Center of Independence, possible trips to Springdale from the Hurricane Senior Center, and a tour bus that goes from St George to Zions for \$25.

#### **C. Review Action Items**

1. Respond to Miss Stewart's presentation and letter.
2. Support Ms. Johnson in producing route cost estimates.
3. Include CATS staff in shelter workgroup meetings.
4. Create demographic information on protected classes for FTA funding applicants.
5. Send action items to Committee members after Minutes typed.
6. Send a copy of the letter sent to UDOT regarding bus repairs to the Committee.

#### **D. Next meeting to be held Tuesday, November 19, 2013 at 1:00 PM at Five County Association of Governments**

#### **E. Adjourn**